

## MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION LICENSING SECTION

# CONTINUING EDUCATION PROVIDER APPLICATION FOR COURSE APPROVAL

SUBMIT COURSE APPLICATION MATERIALS TO: PEARSON VUE/MO CE 62398 COLLECTIONS CENTER DR CHICAGO, IL 60693-0623

COURSE PROVIDER			FAX NUMBER			WEB ADDRESS		
ADDRESS (STREET, CITY, STATE, ZIP C					PROVIDER NU	JMBER (IF KNOWN)		
CONTACT PERSON CON			ONTACT PERSON EMAIL ADDRESS			TELEPHONE NUMBER		COURSE DATE
COURSE TITLE								
COURSE OUTLINE: ATTAC	CH OUTLINE; INCL	_UDE TIM	E ALLOTTED 1	ΓΟ EACH SE	GMENT			
METHOD OF INSTRUCTIO	PROFESSIONAL DESIGNATION				TION COUF	RSE:		
☐ LECTURE/SEMINAR ☐ COLLEGE/UNIV			ERSITY			NO		
☐ SELF STUDY ☐ OTHER (BE SP			ECIFIC)	CIFIC) List Designation eg. CPCU,			CLU, etc	
NUMBER OF C.E.C. HOUR	S REQUESTED (I	INDICATE	HOURS IN AF	PROPRIATE	BOX)			
LIFE/HEALTH		PROPERTY/CASUALTY				TITLE INS	SURANCE	
		ETHICS/SUIT TO DEPT.	TABILITY/MISSOURI L	AW/DUTIES & OBL	IGATIONS	GENERAL CREDIT		
LIST STATES THAT HAVE APPROVED THIS COURSE AND NUMBER OF C.E.C. HOURS ASSIGNED:								
NAMES (IF KNOWN) AND EXPERTISE ON SPECIFIC		OF INS	TRUCTORS SU	JCH AS PRIC	DR EXP	ERIENC	E, PROFES	SSIONAL DESIGNATIONS,
INSTRUCTOR NAME			QUALIFICATIONS					
THE UNDERSIGNED CERTIFIES THAT THE COURSE IDENTIFIED IN THIS APPLICATION HAS BEEN INDEPENDENTLY DEVELOPED USING ORIGINAL MATERIAL AND/OR MATERIAL PREPARED BY OTHERS WHO HAVE GIVEN THEIR PERMISSION TO USE THE MATERIAL IN THIS COURSE.								
SIGNATURE OF AUTHORIZED REPRES					DATE			
	MISSOURI COURSE NUMBER				AWARDED OF A			
☐ APPROVED ☐ DISAPPROVED			LH				NUMBER OF C.E.C. HOURS	
SIGNATURE			PC				DATE	
<b>&gt;</b>			ті					
			LT					
			EL					
			GC					

### **PROVIDER APPLICATION**

**Content:** Courses must be independently developed using original material or material developed by others for which permission to use has been obtained. Only courses which impart substantive and procedural knowledge relating to the insurance field will be approved for credit. The following subjects will not be approved for credit:

- 1. Prospecting;
- 3. Sales techniques/marketing;
- 5. Recruiting;
- 7. Subjects not related to the insurance license.
- 2. Motivation:
- 4. Psychology;
- 6. Office skills or management training; and,

Required Data: Providers must submit courses for approval directly to Pearson VUE at least 45 days prior to the date the course begins. The provider shall submit the following for approval:

- 1. A completed and signed application;
- 2. A course fee payable to Pearson VUE/MO CE;
- 3. A course outline that shall list and summarize each topic covered. (A list of topics with no other details is not an acceptable course outline. The outline shall contain time frames for all insurance related material. Credit will not be given for non-insurance related subjects. If there is a substantial change in content or any change in instructional hours, the course shall be refiled. Once the course is approved, it shall remain in force until rescinded in writing by the Missouri Department of Insurance, Financial Institutions and Professional Registration, canceled by the provider or non-renewed. Do not send books or videotapes as a substitute for a course outline.); and,
- 4. Instructor's resume and documentation of qualifications.

**NOTE:** No credit shall be given for courses held prior to the approval date. This would apply even if you submit the course and the application needs to be returned for additional information. The application and other forms and fees must be resubmitted prior to the course start date.

#### Credit hours:

- 1. Lecture 50 minutes of uninterrupted instruction pertaining to an approved course;
- 2. Self study 15 pages = 1 credit hour
- 3. Computer based training or Internet 3 screens = 1 page (750 words) 45 screens = 1 credit hour

**Filing fee:** \$50 per course. Fees should be made **payable to Pearson VUE/MO CE** in the form of a company check or money order. Fees shall be waived upon prior approval by the Missouri Department of Insurance, Financial Institution and Professional Registration for local agent groups (Associations).

**Advertising:** Courses may not be advertised as approved in Missouri until Pearson VUE has given written notification that the course has been approved. The course number may not be advertised. The number of hours for which a course has been approved shall be prominently displayed on all advertisements.

**Self-Study:** Complete all applicable information. Attach a copy of the study material and test along with an explanation of how the test will be proctored. Please include the time allotted for completion of the course (see credit hours above).

**Certification of Course Completion:** The provider must complete the Certificate of Course Completion. **The student must not complete any part of the Certificate of Course Completion.** 

Provider Responsibility: The provider must retain a list for each course containing the following:

1. Provider/Course location:

Course title;

3. Missouri course number;

4. Date course completed;

- 5. Number of CEC hours earned: and.
- 6. Roster for licensees to sign-in/sign-out which includes name, address, and license or social security number.
- 7. Provider must electronically report the class roster through https://sbs-mo.naic.org/Lion-Web/jsp/ext/login/launch.jsp within 30 days of the date the producer takes the course.

The provider shall retain this information for four (4) years following the completion of the course.

**The Approval Expiration:** Courses shall be approved for a period of no more than one year. Applicants holding courses intended to be offered for a longer period must renew annually. Pearson VUE will send out notices 60 days prior to renew the courses.

#### Mail course approval/renewal forms and materials:

Pearson VUE/MO CE 62398 Collections Center Dr Chicago IL 60693-0623

## **Toll-Free Provider Support**

Providers should call: 888-204-6258 or email ce\_providers@pearson.com